

Quality Management Office (QMO) Job Risk Assessment

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|--|---------------------------------------|----------------|-------------------|------------|--------------------|-------------------------------|
| Name(s) of Risk Team Members: Coleman, Steven A; Condemi, Cyrena E; Evely, Beth; Fortunato, Joyce; Grizzel, Fredrica; Labas, Joseph; Lebel, Roy H; Morrison, Tina C.; Orta, Katherine J; Patterson, Courtney; Savage, Richard; Scocca, Stasia Ann; Sierra, Edward; Stein, Steven H; Usher, John L; Wilke, Jessica R; | Point Value → Parameter ↓ | 1 | 2 | 3 | 4 | 5 |
| Job Title: Office Work Job Number or Job Identifier: JRA-QMO-01 | Frequency (B) | ≤once/year | ≤once/month | ≤once/week | ≤once/shift | >once/shift |
| Job Description: General Office Work such as computer work, filing, operating office machines, and attending meetings | Severity (C) | First Aid Only | Medical Treatment | Lost Time | Partial Disability | Death or Permanent Disability |
| Training Procedures List (Optional): BNL level: IND-004 Video Display; Back Safety (TQ-BACKSAFE); Basic Electrical Safety (HP-OSH-150A); Reducing Injuries and Accidents in the Workplace (TQ-SAFEAWARE) | Likelihood (D) | Very Unlikely | Unlikely | Possible | Probable | Multiple |
| Approved by: R. Lebel Date: 5/16/06 Rev. #: 1 | Reason for Revisions (if applicable): | | | Comments: | | |
| Stressors: Stressors that were quantified in the ratings below include: Work patterns that may include long hours, deadlines, high volume of work, quarterly reporting, risk reporting, subject area/management system development, limited availability of manager; Work environment where lighting and ventilation may impact work quality and comfort. | | | | | | |

| | | | Before Additional Controls | | | | | | | After Additional Controls | | | | | | |
|--|----------------------------|---|----------------------------|---------------|-------------|------------|--------------|---------------|---------------------------------|---------------------------|---------------|-------------|------------|--------------|---------------|------------------|
| Job Step / Task | Hazard | Control(s) | Stressor | # of People A | Frequency B | Severity C | Likelihood D | Risk* AxBxCxD | Control(s) Added to Reduce Risk | Stressors | # of People A | Frequency B | Severity C | Likelihood D | Risk* AxBxCxD | % Risk Reduction |
| Computer work (typing/mouse), desk work; phone use | Repetitive motion injuries | Ergonomic reviews of the work station design by SME, adjustable chairs, ergonomically designed keyboards and mouse, alternating tasks, work breaks, keyboard and mouse wrist cushions | Y | 1 | 5 | 4 | 2 | 40 | | | | | | | | |
| | Eye strain | Proper lighting, ergonomic reviews of the work station design by SME, adjustable chairs, alternating tasks, work breaks | Y | 1 | 5 | 2 | 3 | 30 | | | | | | | | |

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|--|--|--|----------------------------|---------------|-------------|------------|--------------|---------------|---------------------------------|---------------------------|---------------|-------------|------------|--------------|---------------|------------------|
| | | | Stressor | # of People A | Frequency B | Severity C | Likelihood D | Risk* AxBxCxD | | Stressors | # of People A | Frequency B | Severity C | Likelihood D | Risk* AxBxCxD | |
| | Neck & Back strain from static posture | Ergonomic reviews of the work station design, adjustable chairs, work breaks, alternating tasks, speaker phones | Y | 1 | 5 | 3 | 2 | 30 | | | | | | | | |
| Manual office tasks – filing, copy machine, scissors, hole punches, staplers, sorters, collators, printers, , and shredder, paper cutter, office equipment, light manual lifting of office supplies, and equipment, < 30 lbs., manipulating memory sticks; filing paperwork in cabinets and storage boxes. | Neck or back strain/injuries from lifting, pushing, pulling, holding, carrying | Work breaks, alternating tasks, proper lifting techniques, back safety training, use of carts; slip resistant shoes; use of hand trucks and dollies; limit storage on upper shelves; store heavy items at below shoulder height; monitors with memory stick slot or extension, break-away lanyards | N | 1 | 5 | 3 | 3 | 45 | | | | | | | | |
| | Cuts and abrasions, punctures, finger injuries | Furniture design, safe tool design (example: staple removers, box cutters) | N | 1 | 5 | 3 | 2 | 30 | | | | | | | | |
| | Moving around equipment- Falls on same level, falls from step stools; Slip and trips | Weekly housekeeping, maintenance of floor/work surfaces, clearance in aisle-ways, mats on slick flooring; step stools with anti-skid features | N | 1 | 5 | 3 | 3 | 45 | | | | | | | | |
| | Electrical hazard-shock | Proper grounding of equipment, proper use of extension cords, NRTL (example UL) equipment, properly labeled breakers, clear access to all panels | N | 1 | 5 | 2 | 1 | 10 | | | | | | | | |
| General office area room occupancy | Climate, comfort, air quality | Proper lighting, HVAC units and their proper maintenance, custodial services, Indoor Air Quality (IAQ) investigations, No parking near air intakes | N | 1 | 5 | 1 | 2 | 10 | | | | | | | | |
| Walking to parking lots, in hallways, and in offices | Falls to same or lower level | See Site JRA <i>Walking</i> or organization specific FRA or JRA. | - | - | - | - | - | - | | | | | | | | |

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| Job Step / Task | Hazard | Control(s) | Before Additional Controls | | | | | Control(s) Added to Reduce Risk | After Additional Controls | | | | | % Risk Reduction |
|---|--|--|----------------------------|---------------|-------------|------------|---------------|---------------------------------|---------------------------|---------------|-------------|------------|--------------|------------------|
| | | | Stressor | # of People A | Frequency B | Severity C | Likelihood D | | Stressors | # of People A | Frequency B | Severity C | Likelihood D | |
| Using elevators | Falls to same level | See Site level JRA <i>Walking</i> or organization specific FRA or JRA. | - | - | - | - | - | | | | | | | |
| Plugging and unplugging 110 V electric cords into wall outlets; using switches, e.g., equipment, lights | Electrocution; Electrical Shock; Reflex injury | NRTL approved design | N | 1 | 3 | 2 | 1 | 6 | | | | | | |
| Further Description of Controls Added to Reduce Risk: | | | | | | | | | | | | | | |
| *Risk: | 0 to 20 | 21 to 40 | 41-60 | | 61 to 80 | | 81 or greater | | | | | | | |
| | Negligible | Acceptable | Moderate | | Substantial | | Intolerable | | | | | | | |